



<b>POLICY TITLE: Dress Code</b>		<b>PAGE 1 OF 3</b>
<b>CHAPTER : Human Resources</b>		
	<b>CHILD AND FAMILY SERVICES AGENCY</b>  <b>Approved by:</b> _____ Signature of Agency Director	<b>PROFESSIONAL STANDARDS</b>
<b>EFFECTIVE DATE:</b> May 1, 2008	<b>LATEST REVISION:</b> August 8, 2007	<b>REVIEW BY LEGAL COUNSEL:</b> August 8, 2007

<b>I. AUTHORITY</b>	D.C. Official Code §§ 1-601.01 <i>et seq.</i> (2001) and 4-1303.03 (Supp. 2006).
<b>II. APPLICABILITY</b>	This policy applies to all employees of the CFSA, and all third parties doing business with, or carrying out the goals and objectives of the CFSA (i.e., vendors, interns, volunteers, customers, clients, and contractors).
<b>III. RATIONALE</b>	The CFSA strives to provide professional, competent services to the children, youth and families of the District of Columbia. To achieve this goal, the CFSA requires all staff to be professionally dressed when interacting with clients, colleagues and the general public. The purpose of this policy is to establish dress guidelines that support a standard of professionalism and promotes a positive work environment by limiting distractions caused by inappropriate work attire. CFSA employees, contractors, interns, and volunteers are expected to present a professional, business-like image to customers and the public, in a manner that is acceptable in similar professional business establishments.
<b>IV. POLICY</b>	CFSA employees, contractors, interns and volunteers must at all times present an appropriate, well-groomed appearance. Different settings warrant different attire. Casual wear may be appropriate for the in-home and/or community settings (i.e., home visits, visitation, family activities, etc.) while professional business attire is needed while conducting business in the office or attending court. Care should be given to present an appropriate, professional appearance. This policy is not intended to discriminate against any CFSA employee based on his or her appearance, nor is it intended to prohibit professional, ethnic or religious attire, as long as such attire is appropriate for the workplace and does not interfere with the goal of CFSA to present a positive and professional image in carrying out its mission and functions.
<b>V. CONTENTS</b>	<b>A.</b> Appropriate Office /Court Attire <b>B.</b> Casual Fridays and Appropriate Field Attire <b>C.</b> Inappropriate Attire <b>D.</b> Grooming Standards <b>E.</b> Violations
<b>VI. ATTACHMENTS</b>	<b>A.</b> Inappropriate Office Attire

<b>VII. PROCEDURES</b>	<p><b>Procedure A: Appropriate Office/Court Attire</b></p> <p>Professional business attire is required for scheduled meetings with visitors and court appearances. All attire must be neat and clean. The following list is a general overview of acceptable professional business attire:</p> <ol style="list-style-type: none"> <li>1. Women: suits, dresses/skirts, slacks, blouses, casual/dress shoes, heels not extremely high (i.e., not over 3 inches).</li> <li>2. Men: suits, ties, shirts with collars, dress T-shirts, polo shirts, slacks, dress/casual shoes, belts.</li> </ol> <p><i>Note: Professional business attire is always acceptable if that is your preference.</i></p>
	<p><b>Procedure B: Casual Fridays and Appropriate Field Attire</b></p> <p>Casual “dress down” days enable employees to project a professional image while experiencing the comfort advantages of wearing more casual and relaxed clothing. The following list is a general overview of appropriate casual and field attire:</p> <ol style="list-style-type: none"> <li>1. Women: Suits, dresses/skirts, slacks, blouses, casual/dress shoes, heels not extremely high (i.e., not over 3 inches), dress jeans, matching two piece sweat suits (where and when appropriate).</li> <li>2. Men: Suits, shirts, slacks, dress T-shirts, polo shirts, dress/casual shoes, belts, dress jeans, matching two piece sweat suits (where and when appropriate).</li> </ol> <p><i>Note: All attire must be neat and clean.</i></p>
	<p><b>Procedure C: Inappropriate Attire</b></p> <p>Not all clothing is appropriate for the office. Clothing that reveals too much cleavage, your chest, your back, your stomach, or your underwear is not appropriate for the workplace. A list of inappropriate work attire is attached (See Attachment A). This list is an example of inappropriate attire for the office, but is not inclusive of all inappropriate work attire.</p>
	<p><b>Procedure D: Grooming Standards</b></p> <p>Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Agency presents to the community. During business hours or when representing the Agency, employees are expected to present a clean, neat, and well-groomed appearance.</p>

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	<p><b>Procedure E: Violations</b></p> <p>Employees who report to work inappropriately attired, as defined in this policy, shall be required to return home to change into appropriate clothing. The employee is expected to return to work within a reasonable time, as determined by the supervisor.</p>
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## Attachment A: Inappropriate Office Attire

Tops	Skirts/Dresses	Pants	Shoes	Miscellaneous
<ul style="list-style-type: none"> <li>• Midriff tops.</li> <li>• Crop tops.</li> <li>• Halter tops.</li> <li>• Tube tops.</li> <li>• Extremely low cut tops.</li> <li>• Spaghetti straps.</li> <li>• T-shirts containing profanity or nudity.</li> </ul>	<ul style="list-style-type: none"> <li>• High slit skirts /dresses.</li> <li>• Mini and micro skirts/dresses the length of the hem must be in proportion to body composition, i.e., arms length when placed at sides.</li> </ul>	<ul style="list-style-type: none"> <li>• Rolled down pant waist.</li> <li>• Hip-hugger pants/jeans that expose undergarments or midriff area.</li> <li>• Shorts.</li> <li>• Extremely baggy pants or short-shorts.</li> <li>• Torn pants or extremely tight jeans/pants.</li> </ul>	<ul style="list-style-type: none"> <li>• House slippers.</li> <li>• Flip flops.</li> </ul>	<ul style="list-style-type: none"> <li>• Gym work-out attire.</li> <li>• Employees shall not wear suggestive attire.</li> <li>• Undergarments shall never be exposed.</li> <li>• No revealing and/or see-through clothing.</li> <li>• Novelty hats and similar items of casual attire that do not reflect professional appearance and/or wording or slogans that may be considered offensive.</li> <li>• Hats shall not be worn indoors (unless for religious purposes).</li> <li>• Sunglasses shall not be worn indoors unless pre-approved for medical reasons.</li> </ul>

*Note: The above list is not an all inclusive list of inappropriate work attire. Employees must exert a certain amount of judgment in their choice of clothing. If you are uncertain about what is considered acceptable attire for work, please ask your immediate supervisor or your Human Resources staff.*